

**UNITED STATES DISTRICT COURT  
DISTRICT OF NEW JERSEY**

William T. Walsh, Clerk



**Career Opportunity  
Announcement # 18-15**

**Position Title:** Information Technology/Audio Visual Technician

**Classification Level:** CL 24 – 26 (\$41,968 - \$82,984)  
Position may be filled at either at the CL-24, CL-25 or CL-26.  
If filled at the CL-24 to CL-25, may be promoted to the next classification level without further competition.

**Duty Station:** Trenton, NJ

**Posting Period:** July 30, 2018 – August 10, 2018

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**POSITION SUMMARY**

The Clerk's Office of the U.S. District Court for the District of New Jersey is accepting applications for a full-time Information Technology (IT) / Audio Visual (AV) Technician position. The IT/AV Technician is a member of the IT department and is under the general direction of the Director of IT and Systems Supervisor. The incumbent will primarily provide AV and courtroom technology support, as well as, provide technical/helpdesk support for end users within the Trenton and Camden courthouse. The incumbent will be required to travel to Camden to perform duties routinely. Additionally, there may be minimal travel to Newark, as needed.

**REPRESENTATIVE DUTIES**

The IT/AV Technician will perform technical work associated with courtroom technology and AV systems; provide support, maintenance, on-site repair, configuration adjustments and replacement of video conferencing, courtroom audio, evidence presentation, and streaming media systems, as well as, perform recording and video production. Maintain inventory of courtroom technology systems. Install and maintain Liberty and FTR recording systems, verify replication of the Liberty systems. The technician will work in tandem with the Courtroom Technology Administrator, in coordinating and troubleshooting activities related to the courtroom and conferencing systems and to ensure Court district-wide baselines and standards are maintained. Advise management in areas of audio/visual and courtroom technology needs, objectives and capabilities, including anticipation of future requirements and potential problems. Travel to other divisional offices will be necessary.

Furthermore, the incumbent will assist with PC management and helpdesk support, including but not limited to, receiving and responding to end-user requests, installation and repair of hardware and software, onboarding of new users, desktop imaging, perform end-user support and training, assist with inventory requirements, litigation support, assist in implementing automation plans, maintain documentation, aid with network administration, all in accordance of Court IT security policies and procedures. Perform other duties, as assigned.

**QUALIFICATIONS**

To qualify for the position of IT/AV Technician, the incumbent must have progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Preferred qualification is someone with four years of higher education from an accredited university or technical school, with a concentration in Computer Science, Information Systems, or a field closely related to the subject matter and one-year experience with progressive technical responsibilities related to the primary subject matter, such as designing, implementing and maintaining audio visual systems. Knowledge of teleconferencing and video conferencing equipment.

Applicant must also have progressive knowledge and the aptitude to troubleshoot devices at the hardware level, such as serial or hardware device level interfaces. Systems will include analog and digital video distribution systems, wireless audio and video, digital audio processors, and matrix mixers.

Experience with videography skills, including recording, stream via media server, and adjusting digital media to create quality videos on DVD is a plus.

Applicant must have knowledge and responsible work place experience with Windows desktop and server operating systems, office automation, networking, MS Office products, Adobe Acrobat in an Active Directory environment.

Knowledge of anti-virus, anti-malware, application controls, web threat protection and endpoint security controls. Understanding of incident response processes, including the ability to implement plans and procedures as directed by his/her supervisor. Ability to identify and analyze security risks, bring it to the attention of his/her supervisor and to implement resolutions.

Ability to independently analyze, isolate and solve problems, explain technical concepts in an understandable manner, and ability to write effective instructions for users and fellow staff. The incumbent for this position will be interacting with Judicial Officers, court staff, and other agencies. Therefore, the ability to communicate effectively with various individuals, focusing on customers (internal/external), respecting others, the uniqueness of the federal judiciary and acting with integrity are all essential skills.

Seeking a customer service oriented professional who is responsible, friendly, organized and detail oriented with accountability for work product. Must demonstrate ability to work on multiple tasks, be flexible and tactful when working under pressure in a team environment.

Must be able to work during non-business hours as required to complete urgent projects or prevent disruption to court proceedings or special events; Must have reliable transportation for travel; Moving and lifting weights that commensurate with the weight of equipment associated with the job duties is essential.

### **COURT PREFERRED SKILLS**

The candidate should be a self-starter, motivated, organized and detailed-oriented. Excellent written and verbal communication skills with the ability to translate highly technical terms into easily understood terms for non-technical people is essential. The ability to work independently and with a team is essential. Experience with A/V systems, ability to follow IT security standards, provide excellent customer service and the ability to assist with PC and Network systems on-the-fly is also essential. Former work with government entities, particularly the federal judiciary, is highly valued experience.

### **CONDITIONS OF EMPLOYMENT**

Applicants must be a U.S. citizen or eligible to work in the U.S. A background investigation including fingerprints and criminal record check will be conducted. Any applicant selected for a position will be hired provisionally pending favorable suitability determination of the background investigation.

### **INFORMATION FOR APPLICANTS**

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the court. All information provided by applicants is subject to verification and false statement or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment. All newly appointed employees are subject to a six-month probationary period.

## **APPLICATION PROCESS**

Qualified applicants must submit ***electronically*** (1) a cover letter and (2) an updated resume and (3) salary history (external applicants only) to the attention of Emma C. Fernandez-Regan, Human Resources Manager via the following recruitment email address: <http://ajis.njd.uscourts.gov/application/default> ***on or before August 10, 2018 by 5:00 p.m.***

***THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEW JERSEY IS AN EQUAL  
OPPORTUNITY EMPLOYER***